

21 June 1982

MEMORANDUM FOR: Walter Elder, Executive Secretary, NFIB/NFIC  
FROM: [REDACTED] Director, Intelligence Community Staff  
SUBJECT: Nomination of [REDACTED] for Intelligence  
Community Certificate of Distinction

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1. [REDACTED] is nominated for the Intelligence Community Certificate of Distinction in recognition of her outstanding accomplishments and exceptional services performed for the Intelligence Community while serving as a System Analyst in the Office of Assessment and Evaluation (OA&E), Intelligence Community Staff (ICS), from January 1979 to June 1982.

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2. During her tenure in the Intelligence Community Staff [REDACTED] has consistently distinguished herself by the manner in which she has discharged her responsibilities as a System Analyst. [REDACTED] has made important contributions to a variety of substantive issues. She has undertaken difficult assignments that required careful coordination with many interested organizations. She organized a seminar on all source collection requirements, for example, that was fraught with bureaucratic complications. Largely because of her efforts the seminar was productive and worthwhile. The participants were very satisfied with the results. This is only the latest in a string of successes for [REDACTED]

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3. Her analytical skills and sound judgment allow her to approach each assignment with a can-do attitude that is supported with breadth of knowledge and ability to research and evaluate data that is beyond that normally expected of an individual at her grade level. One noteworthy example, inter alia, was preparing the program issue on softcopy. She researched both the technical data and past policy and budget decisions to establish a clear audit trail of DCI past actions. Because the number of projects and organizations working on softcopy were scattered throughout the NFIP, establishing past actions was an extremely difficult task. Ms. [REDACTED] completed this task with such a clarity and focus that it won her praise from the Intelligence Community and Program Office. The difficulty of the analysis involved, coupled with the short time allowed to prepare the final paper, demonstrated [REDACTED] ability to respond quickly, completely, and, clearly, under pressure.

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4. [ ] has successfully established good relationships with individuals throughout the Intelligence Community. This skill has allowed her to acquire a high level of cooperation and trust that contributed immensely to her success. Her interaction with the staff, be it secretary or office director, is a model of professionalism. In the coordination of various issue papers, memoranda and studies from GDIP, CIAP and [ ] she has been able to work with people of different and opposing views. However, she invariably succeeds in her efforts.

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5. [ ] contributions to the successful accomplishments of OA&E and the ICS were substantial. Her insight and professional judgment also influenced many decisions, plans and policies which were made and established during her tenure in the ICS. Her counsel and advice will be missed by those who have come to rely upon her judgment, sense of responsibility, unquestioned devotion to duty and demonstrated professional expertise.

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6. An unclassified citation to accompany this award is attached.

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Attachment:  
Citation



CITATION TO ACCOMPANY THE AWARD OF  
THE INTELLIGENCE COMMUNITY CERTIFICATE OF DISTINCTION

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is hereby awarded the Intelligence Community Certificate of Distinction in recognition of her exceptionally meritorious service as a System Analyst in the Intelligence Community Staff from January 1979 to June 1982. Due to her outstanding analytical capabilities, leadership, professional expertise and impressive understanding of intelligence needs, [redacted] contributions have greatly enhanced the Community's goal of achieving optimum results and benefits from the national intelligence systems. The sustained excellence of her performance and the uniformly high value of her many contributions to the accomplishment of the national intelligence mission and goals reflect great credit on herself, the Intelligence Community, and the U. S. Government.

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